

Sample Letters and Required Documents

Document: DD051206

Bank Reference Letter:

Letterhead with name and address of Bank or Financial Institution

Date

TO WHOM IT MAY CONCERN:

Mr(s). _____ (name) has been a client of our bank since _____ (year) .
During that time he/she has maintained his/her financial affairs in an appropriate and business-like manner. We have no concerns with the manner in which he/she has managed his/her accounts with our bank.

Yours Truly,
ABC Bank

Per:
Authorized Signatory

Personal Reference:

Letterhead with address of Lawyer, Doctor, Employer, Public Official

Date

TO WHOM IT MAY CONCERN:

I have known Mr(s). _____ (name) since _____ (year). My dealings with him/her have been of a (professional/business/personal/or state other) nature. During the period of our relationship, his/her conduct has always been business-like and appropriate. I am happy to continue my relationship with him/her into the future.

Yours Truly,
Joe Attorney, B.A., LL.B.

Per:
Joe Attorney

Also Required:

1. A notarized copy of the inside photo page of your passport. The copy must be clearly legible. A color photocopy is preferred. The copy must be signed and sealed by a Notary Public.
2. An original utility bill showing your name and address, or a notarized copy of the same.
3. A Password of at least 8 characters: *Complete Document PASS051206*
4. A pass phrase (a sentence): *Complete Document PASS051206*